

## **JOB DESCRIPTION**

**JOB TITLE:** Accounting Supervisor

**GRADE:** 16

**JOB CODE:** 1322

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under the administrative direction of the Director of the local health department or other appropriate supervisor. The accounting supervisor is responsible for establishing and maintaining financial policies, systems, and business processes based on requirements of federal, state and agency policies. This position, also, is responsible for directing and coordinating agency cash management of all governmental accounts and federal grants. Additionally this position provides ongoing supervision of assigned accounting staff.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Applies generally accepted accounting principles in recording financial activity in accounting systems and varied subsystems.

Prepares standard statutory, regulatory and GAAP financial and/or accounting reports.

Analyzes complex financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.

Monitors assigned accounting sub-system(s); analyzes and reconciles accounting data and transactions. Initiates contact with outside agent such as state and federal representatives, to develop and implement a solution to accounting discrepancy.

Responds to inquiries for solution of difficult accounting problems or for information or interpretation from third parties such as banks, auditors, vendors, and governmental entities.

Gathers employment information and prepare payroll forms calculating a variety of complex payroll totals including change in normal pay, annual leave payout, change in position status, and forwards for approval.

Inputs data into the budget data entry system/program. Assembles data into budget tables and reports and reconciles discrepancies to support agency annual budget and/or other budget reviews, utilizing historical budget information, receipt expenditure reports, current budget in dataset reports. Analyzes and reports current status of reserves and prepares transferred documents, as required.

Audits and/or approves travel forms to determine allow ability, allocation and reasonableness, based on federal/state/agency policies and procedures.

**JOB TITLE:** Accounting Supervisor (continued)

**JOB CODE:** 1322

Manages billing and cost center information: validates accounts and rates for allowability and appropriateness of charges, prepares standard reports utilizing billing and cost center data.

Develops patient accounts policies and procedures that support overall agency objectives and insure compliance with applicable requirements of PSRS, EHMIS, home health billing and/OASIS/Medicaid.

Records or directs the recording of financial transactions and/or accounting control transactions, such as expenditure documents, revenue receipts, payroll actions, and accounting control actions into journals, ledgers, and/or automated accounting systems. Categorizes income and/or expenditures into accounts and resolves recording errors.

Recommends and implements departmental accounting policies and procedures in accordance with statutory and professionally accepted standards.

Participates in resolving grant and contract related issues, interfacing with appropriate staff and external organizations.

Audits procurement requests for approval, valid account numbers, availability of funds, necessary supporting documentation, and resolved discrepancies.

Interacts with agency administrative and programmatic staff, auditors, vendors and financial institution officials on accounting and fiscal related matters. Provides support to auditors and other reviewers. Identifies and corrects procedural problems revealed in reviews and audits.

Supervises accounting staff by reviewing and revising overall unit work plans, procedures, policies, and monitoring progress through meetings and consultation. Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of unit/agency goals.

Evaluates the performance of all positions directly supervised and complete performance evaluations. Implements and monitors corrective actions including consultations and appropriate disciplines. Enforces discipline policies to ensure consistency in application of disciplinary action.

Maintains knowledge of current trends and developments in the field. Applies relevant new knowledge of performance of responsibilities.

Expresses and presents thoughts and ideas clearly, sufficiently and in an understandable manner individually and in a group.

Expresses and presents information and ideas in writing which are clear, sufficiently and understandable.

**JOB TITLE:** Accounting Supervisor (continued)

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Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Receives direction in setting goals and organizing work by Finance Administrator or other assigned supervisor.

**SUPERVISION EXERCISED:** Ongoing supervision of accounting and related clerical staff as assigned.

### **JOB SPECIFICATIONS:**

#### **Knowledge:**

- Considerable knowledge of internal control procedures.
- Knowledge of management information systems, office automation and computerized financial applications.
- Knowledge of payroll, accounts receivable and accounts payable functions
- Basic knowledge of principles of teamwork and conflict resolution.

#### **Skills:**

- Proficient skill in the operation of a personal computer, related software, and standard office equipment.

#### **Abilities:**

- High level of ability to pay close attention to detail.
- Ability to communicate effectively orally and in writing.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of technical instructions.
- Ability to interpret and apply a variety of laws and regulations in a consistent manner.

**JOB TITLE:** Accounting Supervisor (continued)

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- Ability to develop cooperative working relationships with other service providers and to function well as a team member.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management. One (1) year of experience in an administrative or management capacity, where fiscal and budgeting, accounting, payroll and accounts payable or closely related activities are demonstrated. Must define in working history, the ability to use and operate a computer with the appropriate software.

OR

High school diploma or GED. An individual may be considered for this position if the individual has six (6) years of experience that demonstrates the required knowledge, skills and abilities. Education in the field will substitute for the required experience not to exceed five (5) years.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.